

Combined Committees Meeting Agenda/Minutes			
To take place before Committees adjourn to their own meeting location			
Committees	1. Data & Policy 2. Corrections Law & Enforcement 3. Family & Community Readiness	Date, 10/30/19 Time 1:30-1:50	Location office
Time	Topic	Lead	Action and Material
Start	Welcome	Chair	
	Topic 1: Cross Committee Collaboration	Mary	Other topics?
	Topic 2: Creation of Plan of Cross Committee Communication	Mary	
	Topic 3: Links and partners in behavioral health: your help	Mary	Survey link to follow
	Separate to Committee Meeting Rooms		

Notes for Topic 1

Cross Committee Collaboration will accelerate our work and demonstrate our commitment to make greater progress. Examples of cross committee collaboration:

- Public Awareness Campaigns (from Committees’ reports)
 - Stigma (CP)
 - Information on insurance coverage (AT)
 - Broad mandate to increase education, prevention and awareness around resources and stigma (EP)
- Education
 - Through school systems and informal learning networks on integrated topics
- Workforce considerations
 - Beyond Health workforce increase and improvement
 - Training for school staff, police, social agency staff (e.g., libraries)

Group Feedback for Topic 1

- ✓ Use life-stage continuum to identify areas where committees can collaborate in addition to the above.
- ✓ Share presentations between and among Committees so that priorities for collaboration are up to date and Committees can take advantage of new connections.

Notes for Topic 2

This meeting is an important step in recognizing the need for better internal and cross-committee communication. We hope to build on this between meetings. Opportunities for committee members to observe BHC meetings for first hand knowledge of issues is important.

Group Feedback for Topic 2

- ✓ **Use a newsletter for ongoing communication monthly**, that should include the main BHC activities and highlights as well as each Committee's focus, activities and progress. This should be a collaboration with Chairs, with Staff support.
- ✓ **Get notes from each meeting out to all other Committee members** as well as the specific Committee.
 - Have Chairs work with staff to **highlight the top 3 or 4 items** from a specific meeting.
 - Change the format of the meeting notes to have a section at the top that lists the top 3 or 4 points from that meeting.
 - **Send the meeting notes of every Committee** to members of all Committees.
 - In addition, have a **monthly summary** that includes all top priorities from all Committees in one precis (through newsletter?).
- ✓ Individuals are concerned about time in the coming year, and ensuring that we are able to track on progress on all the priorities. To help move the agendas forward more effectively:
 - Align committee meeting times.
 - Decide as to whether bimonthly is sufficient, or **whether all committees should meet monthly**.
 - Consider alternating in-person and conference call or webinar/zoom meeting.
- ✓ Once schedule decisions are made, update and send a **complete Committees schedule for 2020** to all members of BHC and committees; include location.
- ✓ **Take full advantage of quarterly "all" meetings** to allow for greater connection among committees. Members are concerned about the challenge of overlapping priorities and cross purposes in their separate committees.
 - Have Committee agendas planned in advance so that each Committee Chair knows the other Committees' agendas.
 - Arrange the schedule so that all committees are present at the same time.
 - Split the time between a common meeting and the separate committee meetings.
 - Suggest cross-attendance between Committees that are focusing on the same priorities.
- ✓ Establish an **information sharing portal** so that all items are in one place for easy access.
 - Include **all presentations** made so far at either BHC or any committee, so that all members have access to all presentations.
 - Establish a routine of posting items by Committee on the portal.

Notes for Topic 3

We are conducting a targeted environmental scan to identify programs, policy influencers and knowledge holders whose work is related to the charges of our committees and the BHC. We will ask you to respond to a survey within the next few weeks, asking about "who you know" in the state whose roles or work are relevant to the priorities of BHC and progress of our committees. I hope you will help! Thank you.

Group Feedback for Topic 3

- ✓ **MK reports** that we will use the newly developed integrated contact database as the starting document for requesting information from members.
- ✓ **Share the database** as soon as possible with all BHC and Committee members.